

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> JANITORIAL SERVICES - VERNON	
<b>Solicitation No. - N° de l'invitation</b> W2952-130023/A	<b>Date</b> 2013-05-24
<b>Client Reference No. - N° de référence du client</b> W2952-130023	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-240-6244	
<b>File No. - N° de dossier</b> VIC-3-36010 (240)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-06-18</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hogg(VIC), Mike	<b>Buyer Id - Id de l'acheteur</b> vic240
<b>Telephone No. - N° de téléphone</b> (250) 363-3916 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SUMMER TRAINING CENTER 2950 15th. AVENUE VERNON BRITISH COLUMBIA V1T6M8 CANADA	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Delivery Required - Livraison exigée</b> SEE HEREIN	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

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**PART 1 - GENERAL INFORMATION****1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Statement of Work**

Provision of all labour, supervision, material, equipment and transportation required for Janitorial Services as scheduled in Annex A for the Department of National Defence, Vernon Military Camp, Vernon, British Columbia, Canada from date of award up to and including 31 May 2014 including Canada's irrevocable option to extend the term of the contract by up to two one-year periods. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

**3. Communications Notification**

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

**4. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

**PART 2 - BIDDER INSTRUCTIONS****1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. The Manual is available on the PWGSC Website:  
<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

**3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

**4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

**5. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on Wednesday 12 June 2013 at 1400 hours, at the Vernon Military Camp. Bidders must communicate with the Contracting Authority no later than 5 days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**PART 3 - BID PREPARATION INSTRUCTIONS****1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (two hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

Prices must appear in the financial bid only. No prices must be indicated

in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Bidders must submit "firm unit prices" in Canadian dollars.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

(c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Mandatory evaluation:

BIDDER SHALL INDICATE:

All employees working on site have received training in WHMIS.

YES \_\_\_\_\_ NO \_\_\_\_\_

All employees working on site have received training in the procedures for dealing with human and animal waste.

YES \_\_\_\_\_ NO \_\_\_\_\_

### 1.1.2 Point Rated Technical Criteria

#	TECHNICAL/MANAGEMENT RATED CRITERIA	Max pts
1	<p><b>OVERALL ORGANIZATION:</b> Provide a staffed organization chart for this specific requirement that meets the Statement of Work. This should identify the responsibilities of the manager(s), supervisor(s), individual employee positions and identify the chain of command</p> <p><b>Composition of the maximum points:</b></p> <p>Responsibilities of the manager(s): 5 points</p> <p>Responsibilities of the supervisors(s): 5 points</p> <p>Responsibilities of individual employee positions: 5 points</p> <p>Identify of chain of command: 5 points</p>	20
2	<p><b>ORGANIZATION EXPERIENCE:</b> Provide brief descriptions of your company's experience with three (3) similar projects of a similar size &amp; scope within the last 3 years including work description, number of personnel involved, dollar value, contact names &amp; numbers. NOTE: This is to be separate from the "individual's" experience. This is the firm's experience.</p> <p><b>Composition of the maximum points for each of three projects:</b></p> <p>work description 4 points</p> <p>number of personnel 2 points</p> <p>dollar value 2 points</p> <p>contact names 2 points</p> <p>corresponding contact phone numbers 2 points</p>	36
3	<p><b>PERSONNEL IDENTIFICATION AND EXPERIENCE:</b> Identify the persons proposed to provide the service and include:</p> <p>For managers and supervisors: - resumes demonstrating their direct experience</p> <p>For employees: - state length of experience with your company</p>	24



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**Bidders must obtain a minimum of 70% of total points to be considered for the technical/management evaluation herein.**

**A. Technical/Management Evaluation:** All proposals received will be evaluated for their technical and management content utilizing point ratings. Details of the evaluation criteria which will be employed to assign point scores to factors is shown herein.

For the purpose of evaluating your proposal, representatives of the Crown may interview key personnel to assess their technical abilities and to determine if they would be adequate for the proper performance of the proposed contract. You agree to make your key personnel available for this purpose.

**1.2 Financial Evaluation**

## Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

**1.3 Basis of Selection - Minimum Point Rating**

1. To be declared responsive, a bid must:

(a) comply with all the requirements of the bid solicitation; and

(b) meet all mandatory technical evaluation criteria; and

(c) obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

The responsive bid with the lowest evaluated aggregate price will be recommended for award of a contract. The aggregate is the sum of the subtotals A through II in Annex B.

**PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is



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untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **1.1 Federal Contractors Program - Certification**

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or

more;

- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

### 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### Definitions

For the purposes of this clause,

**"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:**

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;

(b) date of termination of employment or retirement from the Public Service.

#### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

#### Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### 1.3 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within five days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

#### 1.4 Proof of training in Preventing Disease and Transmission for all employees who will be performing the work

#### 1.5 SACC Manual Clause A3050T 2010-01-11 Canadian Content Definition

**1.6 Canadian Content Certification** This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non- Canadian services.

The Bidder certifies that: ( ) a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

Annex 7.8 of the *Supply Manual*

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/chapitre07-chapter07-eng.html#annex78>) shows how Canadian content is determined for a mix of goods, a mix of services or a mix of goods and services.

## 1.7 SACC Manual Clause

A3005T Status and Availability of Resources (2010-08-16)

### PART 6 - RESULTING CONTRACT CLAUSES

#### 1. Security Requirement

There is no security requirement associated with the requirement.

#### 2. Statement of Work

Provision of all labour, supervision, material, equipment and transportation required for Janitorial Services as scheduled in Annex A for the Department of National Defence, Vernon Military Camp, Vernon, British Columbia, Canada for from 01 January 2011 up to and including 31 December 2011 including Canada's irrevocable option to extend the term of the contract by up to two one-year periods. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

##### 3.1 General Conditions

2010C (2013-04-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### 4. Term of Contract

##### 4.1 Period of the Contract

The period of the Contract is from date of award to 31 May 2014 inclusive.

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

#### **The Contracting Authority for the Contract is:**

Mike Hogg  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Victoria  
401 - 1230 Government Street, Victoria, B.C. V8W 2Z4

Telephone: 250-363-3916  
Facsimile: 250-363-0395  
E-mail address: mike.hogg@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **5.2 Project Authority**

#### **The Project Authority for the Contract is:**

Major G.R. Reddy  
Department of National Defence  
Vernon Military Camp  
2950 5th Avenue  
Vernon, B.C. V1T 6M8

Telephone: 250-549-5830  
Facsimile: 250-549-5804  
E-mail address: govind.reddy@forces.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the

scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 6. Payment

6.1 Basis of Payment see Annex B

### 6.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.3 SACC Manual clauses

A9117C 2007-11-30 T1204 - Direct Request by Customer Department

H1001C 2008-05-12 Multiple Payments

C0711C 2008-05-12 Time Verification

## 7. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in Section 10 of 2010C, General Conditions - Services (Medium Complexity) 2013-04-25.

## 8. Insurance

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance

evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **9. Certifications**

**9.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

## **11. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010C 2013-04-25 General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B Basis of Payment
- (e) Insurance
- (f) the Contractor's bid dated \_\_\_\_\_

## **12. SACC Manual Clauses**

A3060C Canadian Content Certification 2008-05-12

A9062C Canadian Forces Site Regulations 2011-05-16

A2000C Foreign Nationals (Canadian Contractor) 2006-06-16

A2001C Foreign Nationals (Foreign Contractor) 2006-06-16

B1505C Shipment of Hazardous Materials 2006-06-16

**ANNEX "A"****STATEMENT OF WORK****1. REQUIREMENT**

The contractor is responsible for provision of all labour, supervision, material, equipment and transportation required for JANITORIAL SERVICES as scheduled and on an “as and when requested” from date of award to 31 May 2014 including two, one year option to renew.

**2. BUILDING TYPES AND REQUIREMENT****ROUTINE AND SCHEDULED CLEANING**

- |    |                          |                              |                     |
|----|--------------------------|------------------------------|---------------------|
| a. | Warehouses / Storage:    | Restrooms and garbage(only)  | Daily;              |
|    |                          | Total bldg cleaning          | Tues, Thurs, & Sat; |
| b. | Training Rms and Offices | Restrooms and garbage (only) | Daily;              |
|    |                          | Total bldg cleaning          | Tues, Thurs, & Sat; |
| c. | Living Quarters (Accn)   | Restrooms and garbage (only) | Sat &Sun;           |
|    |                          | Total bldg cleaning          | Mon – Fri;          |
| d. | Canteens,Lounges,Bars    | Total bldg Cleaning          | Monday - Sunday     |

Location	Bldg Type	Location	Bldg Type
B3	Warehouse	B34	Accn



B4	Classrooms	B35	Offices
B5	Accommodation with private washroom	B36	Lounge/Canteen
B6	Accommodation (Accn)	B37	Accn (individual rms)
B7	Accn	B38	Accn (individual rms)
B8	Accn	B49	VIP Accn w/ pte washrooms
B10	Accn	B50 A	VIP Accn w/ pte washroom
B11	Accn	B50 B	Accn w/ pte washrooms
B13	Warehouse and offices	B56	Offices
B14	Lounge w/ carpet areas	C1	Office/warehouse
B15	Classrooms	C3	Accn (individual rms)
B16	Classrooms and Offices	C4	Offices/ medical clinic
B17	Offices and classrooms	C5	Accn (individual rms)
B20	H Hut Accn (Dormitory Style)	C6	Accn (individual rms)
B21	H Hut Accn	C7	Accn(individual rms)
B22	Lounge/Canteen	C9	Offices
B23	Lounge/Canteen	C10	Offices
B24	H Hut Accn	C39	Offices
<b>Location</b>	<b>Bldg Type</b>	<b>Location</b>	<b>Bldg Type</b>
B25	H Hut Accn	C40	Offices (w/ carpet)
B29	H Hut Accn	C42	Conference rm
B30	H Hut Accn	D11	Washroom facility
B31	Lounge w/ carpet areas	E20	Maintenance warehouse

B32	Dormitory Accn	F20	Warehouse
B33	H Hut Accn	F21	Accn w/ pte washrooms
		G20	Warehouse
		H3	Accn (individual rms)
		H10	Offices/Classrooms

PERIODIC CLEANING (floor strip/scrub, carpet cleaning, window cleaning and Initial clean up):

As above and:

Bldg B26 Kitchen;

Bldg B28 Kitchen.

### 3. SCHEDULE

- a. Summer schedule 1 Jun – 31 Aug yearly
  - i. Includes all bldgs noted above for routine scheduled cleaning
- b. Winter schedule 1 Sep – 31 May yearly
  - i. Cleaning required on an “as and when needed” basis for accn;
  - ii. 3 times a week for heated bldgs (Bldg B3, B56, C1, C10, H10).

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### 1. **STAFFING:** HOURS OF WORK: (1) On-site Supervisor Min. 4 hrs Daily, Mon thru Sun

- .1 The On-site Supervisor must have authority to make decisions on behalf of the Contractor's firm.
- .2 The on-site Supervisor shall manage all of the activities of his/her cleaning staff and shall assure that work quality, timelines, scheduling and all other cleaning related matters are managed in a professional manner. **The on-site supervisor is to be equipped with a cellular phone and numeric pager** and is to be available to attend work review meetings as and when required.

### 2. **HEALTH AND SAFETY:**

- 1.1.1 The Contractor shall adhere to all safety measures respecting personnel, environmental and fire hazards recommended by National, Provincial and Municipal codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In the event of a conflict between any provision the most stringent provision shall apply.
- .2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The Director reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment.
- .3 All materials are to be stored and handled in such a manner as to not present a danger to building occupants or members of the public.
- .4 **Wet floor signage is to be placed at every entrance when floors are wet.**
- .5 All materials and chemicals to be labeled in accordance with (WHMIS) the "Workplace Hazardous Materials Information System". Data sheets are to be posted where ever Supplies are stored.
- .6 All employees working on site must have training in WHMIS. The Contractor is to provide WHMIS refresher courses as required.
- .7 **Appropriate precautions must be taken during cleaning operations to minimize the chance of contracting disease. All employees working on site must have received training in the procedures for dealing with human and animal waste; for example, H-antivirus precautions must be followed. Hantavirus (found in mouse droppings) must be protected against; some buildings are shut down over the winter and occasionally mice inhabit these buildings.**

### 3. **BUILDING SECURITY**

- .1 Only those employees, whose names appear on the Contractor's payroll will be allowed access to the Site of the work. No other persons accompanying employees will be allowed on site.
- .2 All cleaning staff employed by the Contractor, regardless of hours of work, must sign IN AND OUT and, enter the times of arrival and departure in the registers or on sheets provided at a designated area.

.3 The Contractor's cleaning staff maybe subject to questioning and search of cleaning material in relation to security matters by DND's security staff.

.4 All keys entrusted to the Contractor for the fulfillment of his contract must be fully protected at all times.

.5 All doors to rooms, private or general offices, etc., which must be unlocked by the Contractor's employees, must be kept locked during the performance and at the completion of their duties.

.6 The Contractor is responsible for the security of the building to the extent of locking doors and, the inspection of windows to ensure they are closed and locked before leaving the premises.

**.7 All the cleaning staff will be required to wear a contractor identification card provided by DND.**

#### **4. BUILDING CLEANING OPERATIONS**

4.1 Prior to award of contract, the Contractor will, on request, submit in writing, his plan of operation to conform with the routine cleaning, scheduled operations and special cleaning conditions.

##### **4.2 Routine and Scheduled Cleaning**

.1 Routine and Periodic Cleaning will be performed between times identified; set times shall be required in some cases.

.2 Warehouse and Storage Buildings C1, E20, F20, B3 Restrooms and garbage daily. Total building Cleaning Tuesday, Thursday and Saturday. (G20 as requested only.)

.3 Training Rooms and Offices B4, B15, B16, B17, B35, B56, C9, C10, C40, C42, D12, D13, D14, D15, H10 Restrooms and garbage daily. Total building cleaning Tuesday, Thursday and Saturday. (Summer Session ONLY (June-end Aug annually))

.4 Living Quarters B5, B6, B7, B8, B10, B11, B17, B20, B21, B24, B25, B29, B30, B32 (dormitory), B33, B34, B37, B38, B49 (with washroom, B50 (with washroom), C3, C5, C6, C7, C39 Annex, F21 (with washroom) H3 Monday to Friday total building cleaning, Saturday and Sunday restrooms and garbage. (Summer Session ONLY (June-end Aug annually))

.5 Canteens, Lounges, Bars and Mess Halls B14, B22, B23, B31, B36, Monday to Sunday total building cleaning.

6. Laundry facility B9

7. Medical clinic C4

8. Washroom facility D11

##### **4.3 Periodic Cleaning Operations**

.1 Periodics shall only be done on the request of the site authority. When work is required a Work completion certificate signed by the site authority or authorized representative be issued. The price identified shall be paid if the work is performed satisfactorily. Monthly invoices will be required.

**5. INSPECTION:** The Contractor must notify the Director when each major operation listed in Section 2 is completed. Arrangements will be made to inspect the work to decide whether or not it is acceptable.

**6. QUALITY STANDARDS:** The Quality Standards, stated herein, where applicable, shall be strictly adhered to. Inspections made by the Director will be based on these standards.

## 7. MATERIAL AND EQUIPMENT

- .1 The Contractor will supply all equipment, materials (paper products, floor finishes, garbage bags, cleaning solutions etc.), uniforms or products required to carry out the work. This includes any additional products, equipment and/or paper products used by D.N.D. Staff.
- .2 The Contractor shall, where available, use materials listed in the Canadian General Standards Board (CGSB) Qualified Products Lists.
- .3 The Contractor shall, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him for use in the work and he may be required to provide samples of materials from his stock for testing purposes.

## 8. SPACE ASSIGNED

- .1 The Director shall provide the Contractor with such space as is considered necessary by the Director for the performance of the Contractor's duties.
- .2 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of a building leased or owned by the Government of Canada.
- .3 The Department will not be responsible for damage to the Contractor's supplies, material or equipment in the building nor to the Contractor's employees' personal belongings brought into the building.

**9. LOG:** A log shall be maintained in the building by the contractor in which he shall record on a daily basis, all of the work performed other than the normal day to day cleaning. The log shall be made available for inspection by the Director as required.

**10. EXCLUDED AREAS:** *All buildings that have not been identified herein.* **NOTE: Additions and deletions may be made through out the duration of the Contract. When a deletion of a building is made the decrease shall be based on the price quoted. If a new building is added a negotiated price will be made based on similar use and size building already quoted.**

## 11. CONTRACTOR'S USE OF SITE

- .1 Movement around work sites and buildings shall be subject to site authority approval.
- .2 Contractor's are to obey posted speed limits.

## Cleaning Specifications

**The following services will be done in each building identified where applicable.**

**ROUTINE:** The monthly quoted price for routine cleaning shall be based on doing these tasks at the frequencies detailed throughout the specification. Include private bathrooms and suites.

**PERIODIC:** Items noted as Periodic (Floor strip/scrub, carpet cleaning, window cleaning and Initial clean up) are not to be included in the monthly price.

### 1. EXTERIOR DAILY

- .1 Sweep and keep clear of all debris, cigarette butts, leaves etc. all entranceways to a distance of 3 meters.

.2 Clean tops of picnic tables and pick up debris from beneath and from within a 3 meter area around, this also applies to garbage cans in the picnic areas.

## **2. INTERIOR – GENERAL**

.1 Periodic Resilient floor operation identified herein refer to all resilient floor within each building.

## **3. FLOORS – GENERAL Preliminary Instructions**

.1 Chairs, wastepaper baskets, etc., must not be placed on desks, tables, beds or work benches during cleaning operations.

.2 Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets or partitions.

## **4. FLOORS – Resilient General .1 Remove gum and other foreign residue daily.**

### **4.1 Offices, Chapels, Training Rooms, Classrooms**

.1 Dry mop all floors daily.

.2 Damp mop floors to remove spillage, etc., daily.

.3 Wash all floors twice per month (first and third Wednesday).

.4 Spray buff in front and behind counters, in desk wells and traffic lanes twice per month (second and fourth Wednesday)

### **4.2 All Common Corridor Lobbies and Entrances**

.1 Dry mop all floors daily.

.2 Damp mop on full floor basis daily.

.3 Spray buff weekly. (Thursday)

### **4.3 Barracks (Common Areas)**

.1 Dry mop and wash floors daily using a cleaner disinfectant germicidal solution.

.2 Spray buff hospital traffic areas weekly and more often if necessary.

### **4.4 Active Storage Space**

.1 Maintain as per Office Areas.

## **5. FLOORS – WOOD GENERAL**

.1 Sweep all floors daily.

.2 Damp mop all floors using a minimum amount of water to remove spillage.

## **6. FLOORS – CONCRETE GENERAL**

.1 Sweep or dry mop all floors daily.

.2 Remove gum and other foreign residue daily.

.3 Wash daily.

## **7. CARPETING, RUGS AND MATS GENERAL**

.1 Remove spots and stains from carpeting and rugs DAILY using methods and solutions approved by carpet manufacturers and clean up spills as soon as possible after observation or notification.

.2 Report to the Director spots on carpeting or rugs that cannot be removed by normal means and any damage to or lifting of carpeting.

.3 Clip loose threads during vacuuming operation.

### **7.1 Offices**

.1 Vacuum traffic lanes, desk wells and soiled areas daily.

.2 Vacuum on a full floor basis weekly.



.3 Where T mats are in use, remove, vacuum carpet, clean T mat and replace twice per month. (1<sup>st</sup> and 3<sup>rd</sup> Friday each month)

## **7.2 Corridors and Recreational areas**

.1 Vacuum on a full floor basis daily.

## **8. WALK-AWAY MATS**

### **8.1 GENERAL**

.1 The Contractor will use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet or dry sand, water, etc., from the mat.

### **8.2 Daily**

.1 Vacuum and remove stains from all mats.

## **9. MISCELLANEOUS**

### **9.1 Daily**

- .1 Damp wipe window sills, stools and draft deflectors.
- .2 Dust open radiators, remove debris from behind and underneath.
- .3 Clean public telephone booths and glass.
- .4 Dust display cases, directory boards and spot clean glass.

### **9.2 Twice Per Month (2<sup>nd</sup> & 4<sup>th</sup> Thursday)**

- .1 Clean exterior sash of notice boards and wash glass.
- .2 Wash display case glass.
- .3 Clean directory board frame and clean glass.
- .4 Clean interior government signs.

### **9.3 Monthly**

- .1 Clean and polish all metal fittings.
- .2 Dust blinds.

## **10. WASHROOMS – SHARED**

### **10.1 Daily**

- .1 Remove gum and other foreign residue.
- .2 Sweep and wash floors with a germicidal detergent.
- .3 Dust tops of partitions.
- .4 Vacuum carpeted floors.
- .5 Remove all trash from strainers in base of urinals.
- .6 Wash toilet seats (both sides), bowls, urinals, washbasins (including undersides) using a germicidal detergent.
- .7 Clean and disinfect all water taps, dispensers, door plates, flush valves and exterior of wastepaper and refuse receptacles.
- .8 Clean flush tanks, shelves, high ledges, mirrors, window sills and exposed pipes.
- .9 Spot clean walls, partitions and doors to remove finger marks, graffiti and other markings.
- .10 Empty sani-cans, wash, disinfect and replace bags.
- .11 Empty waste receptacles and insert new plastic bags.
- .12 Replenish soap containers, toilet paper, dispensers.

### **10.2 Weekly**

.1 Wash both sides of partitions and partition doors and the ceramic walls enclosed by the partitions using a germicidal detergent.

- .2 De-scale toilet bowls and urinals.
- .3 Place one 4 oz. deodorant block in each urinal.
- .4 Pour a pail of clean water into floor drains.

### **10.3 Monthly (3<sup>rd</sup> Friday of month)**

- .1 Wash and disinfect wastepaper and refuse receptacles including metal containers
- .2 Wash all walls.
- .3 Place one correct sized deodorant block in wall holder.

## **11. WASHROOMS – PRIVATE DAILY**

- .1 Replenish soap containers, toilet paper, linen and paper towel dispensers.
- .2 Empty waste receptacles and inert new plastic bags.

## **12. SHOWERS – SHARED**

### **12.1 Daily**

- .1 Remove all pieces of soap and other foreign matter.
- .2 Wipe down walls, shower heads & handles using a cleaner disinfectant and rinse with clear water.
- .3 Scrub floor and duck boards using a cleaner disinfectant and rinse with clear water.
- .4 Report any stoppages or leaks.

### **12.2 Weekly (Monday)**

- .1 Wash down walls, shower curtains and/or shower doors using a soapless detergent containing 'sequestering agents' to remove soap scum and rinse with clear water.
- .2 Scrub floor using a soapless detergent containing 'sequestering agents' to remove soap scum and rinse with clear water.
- .3 Polish handles, shower heads and other fixtures.

## **13. Cafeterias, Canteens & Mess Halls Preliminary Instructions**

- .1 This refers only to the non-dining areas and kitchen areas. Maintain restrooms, corridors and entrances as per specification references.

## **14. Furniture – Fixtures and Counters**

### **14.1 Preliminary Instructions**

- .1 Papers and files left on furniture shall not be disturbed by the cleaning staff.

### **14.2 Daily (Office, Hospital and Common area Furniture)**

- .1 Clean horizontal surfaces.
- .2 Clean telephones and intercom instruments.
- .3 Dust and remove finger marks and stains from vertical and horizontal surfaces of office furniture.
- .4 Spot clean finger marks and stains from glass topped furniture.
- .5 Spot clean outside surfaces of lockers, storage and filing cabinets.
- .6 Dust empty stacks and shelves.
- .7 Dust pictures and wall hangings. (excluding paintings and art objects)
- .8 Damp wipe and polish counters.
- .9 Spot clean counter facings.

### **14.3 Weekly**

- .1 Dust and remove stains from vertical surfaces.
- .2 Clean and polish cleared office furniture.
- .3 Dust lockers and storage cabinets (over 6').
- .4 Clean interior of clothes closets.
- .5 Wash boot trays and/or boot shelves during inclement weather.

- .6 Spot clean bookcase glass doors.
- .7 Clean counter facings, metal wickets, glass and wood partitions.
- .8 Clean bases of free standing screens.

#### **14.4 Monthly (1<sup>st</sup> Friday of month)**

- .1 Vacuum upholstered furniture, including removal and vacuuming of all sides of cushions and cushion bed.
- .2 Remove & clean both sides, all glass or plastic plates covering furniture before replacing plates.

### **15. CHALKBOARDS & WHITE BOARDS**

#### **15.1 General**

- .1 CAUTION: DO NOT CLEAN boards containing written information.
- .2 Do not use oiled or dust treated cloths in cleaning boards.

#### **15.2 Daily**

- .1 Dry clean boards.
- .2 Clean chalk troughs.
- .3 Vacuum clean erasers.

#### **15.3 Weekly (Friday)**

- .1 Clean White Board using an approved white board cleaner. (EV1 or equivalent)

### **16. INTERIOR & EXTERIOR ASHTRAYS DAILY**

- .1 Empty contents into a separate metal container.
- .2 Wash and dry.

### **17. EXTERIOR CIGARETTE URNS**

#### **17.1 General**

- .1 Empty contents into a separate metal containers.

#### **17.2 Daily**

- .1 Remove debris from urn, damp wipe interior, clean and polish chrome parts.
- .2 Remove debris from interior urn base.

### **18. WASTE RECEPTACLES**

#### **18.1 General**

- .1 Replace when dirty or torn, plastic bags of correct size in wastepaper baskets, garbage cans and waste receptacles.

#### **18.2 Daily**

- .1 Empty wastepaper baskets, garbage cans and waste receptacles.

#### **18.3 Weekly (Tuesday)**

- .1 Wash and disinfect garbage cans and waste receptacles including metal liner.
- .2 Damp wipe exterior of wastepaper baskets.

### **19. INTERIOR GLASS**

#### **19.1 Daily**

- .1 Spot clean all glass doors, glass in fire doors, glass partitions, interior window glass and/or glass panels in partitions.

#### **19.2 Weekly (Wednesday)**

- .1 Wash both sides of glass doors and glass in fire doors.

### **20. WATER FOUNTAINS DAILY**

- .1 Wash and disinfect. Odor of disinfectant must not be objectionable.

### **21. WALLS, PARTITIONS, BASEBOARDS & CEILINGS DAILY**

*(incl. non private barrack walls & all common areas)*

- .1 Remove finger marks, smudges and stains from painted walls and partitions.
- .2 Dust baseboards, ledges and moldings.
- .3 Spot clean vinyl covered walls, doors and partitions.
- .4 Spot clean and spot dust ceilings as required.

## **22. DOORS, DOOR FRAMES, ETC.**

### **22.1 Daily**

- .1 Remove finger marks, smudges and stains from doors and door frames.
- .2 Dust door grilles.

### **22.2 Weekly (Thursday)**

- .1 Clean nonmetallic kick and hand plates using a detergent solution.
- .2 Clean metal push bars, kick and hand plates using the appropriate cleaner.
- .3 Dust doors and door frames.

## **23. EMERGENCY FIRE EQUIPMENT DAILY**

- .1 Dust and clean wall hung equipment.

## **24. CONTRACTOR'S SPACE**

- .1 Maintain as per corresponding areas in building.

## **25. JANITOR ROOMS**

### **25.1 General**

- .1 to be kept free of debris.
- .2 Mops to be cleaned before storing. All other equip to be kept clean and material neatly stored.

### **25.2 Daily**

- .1 Sweep and wash floor.
- .2 Wash and disinfect sinks.

## **26. LIGHT FIXTURES RE-LAMPING – GENERAL**

- .1 In all areas in which they clean, the Contractor will supply and replace burnt-out tubes, incandescent and decorative lamps including bulbs in table lamps as they occur. They will be replaced with the same type and wattage unless otherwise instructed by the site authority.
- .2 Check flickering tubes and replace. **Inform the site authority of lamps burnt out due to ballast failure. (Tag these fixtures)**
- .3 Dry wipe all tubes, bulbs & shielding to remove accumulated dust & insects when making replacements.
- .4 The Contractor will supply all equipment necessary for re-lamping tubes and bulbs.
- .5 The Contractor shall supply and install all exterior light bulbs, light bulbs in private suites and in private bedrooms with the same type and wattage unless otherwise instructed by the site authority.

## **27. WASTEPAPER AND GARBAGE GENERAL**

- .1 All wastepaper and cardboard cartons, unless marked otherwise, remain the property of the Crown and will not be disposed of as recyclable waste by the Contractor.
- .2 Where separate containers are provided throughout the buildings and/or compound for recyclable wastepaper, garbage etc., the Contractor will:
  - Remove the bags from the Container.
  - Insert an empty bag into the Container.
  - Transport the bags to separate storage area or appropriate exterior bin. **Designated area in Building B-3.**
- .3 Cardboard cartons are to be broken down before placing in cardboard bins.

**28. BUILDING OPERATIONS**

.1 Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the site authority.

**29. WINDOW CLEANING PERIODIC**

.1 The extent of window cleaning shall include exterior glass, sash and window framing, **storm sash and screens removal and replacement. (most storm screens are screwed into place).** Sills and stools are to be cleaned to the extent of removing splashing and staining from the work and to leave them dry.

**29.1 Cleaning**

.1 Glass – Removal of all dirt that detracts from the appearance or transparency of the glazing over its full exposed area. *Note: No abrasives are to be used when cleaning windows.*

.2 Metal – Clean off dirt by use of detergents or approved metal cleaners and subsequent rinsings. No abrasive cleaners to be used. Report defects in the metal or coatings to the Director.

.3 Wood – Clean by damp wiping. Washing with detergent and subsequent rinsings allowed if necessary. Report defects as above.

.4 General – Leave all surfaces dry and free of streak marks.

**30. STORM SASH AND SCREENS**

.1 Remove and replace upon completion.

**31. LAUNDRY**

.1 Clean interior and exterior of washer and dryer daily. Maintain floors, fixtures etc. as per corresponding areas of the building. Furniture is to be maintained as per office space.

**32. INITIAL CLEAN UP PERIODIC : SEE ANNEX B**

Solicitation No. - N° de l'invitation

W2952-130023/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic240

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W2952-130023

VIC-3-36010

**ANNEX B**  
**BASIS OF PAYMENT**

***ALL PAGES MUST BE RETURNED WITH YOUR BID***

Legend: MOS = months    MO = month    EXT = extension

EVAL = evaluation    SUB - subtotal

**ROUTINE CLEANING : routine cleaning shall be based on doing these tasks at the frequencies detailed throughout the specification. Includes private bathrooms and suites.**

BLDG #	# MOS.	\$/MO YR 1	\$ EXT. LOT PRICE (no. of months x \$/MO)	\$/MO OPT YR 2	EXT. LOT PRICE (no. Of months x \$/MO)	\$/MO OPT YR 3	\$ EXT. LOT PRICE (no. Of months x \$/MO)
B3	05						
B4	05						
B5	05						
B6	05						
B7	05						
B8	05						
B9	05						
B10	05						
B11	05						
B14	05						
B15	05						
B16	05						
B17	05						
B20	05						
B21	05						
B22	05						
B23	05						
B24	05						
B25	05						

B29	05						
B30	05						
B31	05						
B32	05						
<b>EVAL SUB</b>			<b>A\$</b>		<b>B\$</b>		<b>C\$</b>
<b>BLDG #</b>	<b># MOS</b>	<b>\$/MO YR 01</b>	<b>\$ EXT. LOT PRICE (no. Of months x \$/MO)</b>	<b>\$/MO OPT YR 2</b>	<b>\$ EXT. LOT PRICE (no. Of Months x \$/MO)</b>	<b>\$/MO OPT YR 3</b>	<b>\$ EXT LOT PRICE (no. Of Months x \$/MO)</b>
B33	05						
B34	05						
B35	05						
B36	05						
B37	05						
B38	05						
B49	05						
B50	05						
B56	05						

C3	05						
C4	05						
C5	05						
C6	05						
C7	05						
C9	05						
C10	05						
C39 Annex	05						
C40	05						
C42	05						
D11	05						
D12	05						
D13	05						

D14	05						
D15	05						
E20	05						
F20	05						
F21	05						
G20	05						
H3	05						
H10	05						
<b>EVAL SUB</b>			<b>D\$</b>		<b>E\$</b>		<b>F\$</b>

**PERIODIC CLEANING (Floor strip/scrub, carpet cleaning, window cleaning and Initial clean up): are not to be included in the monthly price. DND will determine when each building will require routine and periodic cleaning service. Contractor's monthly invoices shall only include those areas authorized in advance by DND.**

**E= Exterior****I =Interior (General)****FG = Floors(General)****FR= Floors(Resilient)**

BLDG #	TYPE	X / yr	\$/Clean YR 1	EXT. LOT PRICE X/YR X \$/CLEAN	\$/Clean OPT YR 2	EXT. LOT PRICE X/YR X \$/CLEAN	\$/Clean OPT YR 3	EXT. LOT PRICE X/YR X \$/CLEAN
B3	E	1						
	I	1						
	FG	1						
	FR	2						
B4	E	1						
	I	1						
	FG	1						
	FR	2						
B5	E	1						
	I	1						
	FG	1						
	FR	2						
B6	E	1						
	I	1						
	FG	1						



	FR	2						
B7	E	1						
	I	1						
	FG	1						
	FR	2						
B8	E	1						
	I	1						
	FG	1						
	FR	2						
B9	E	1						
	I	1						
	FG	1						
	FR	2						
B10	E	1						
	I	1						
	FG	1						
	FR	2						
B11	E	1						
	I	1						
	FG	1						
	FR	2						
<b>EVAL SUB</b>				<b>G\$</b>		<b>H\$</b>		<b>I\$</b>
B14	E	1	<b>\$/Clean YR 1</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 2</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 3</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>
	I	1						
	FG	1						
	FR	2						
B15	E	1						
	I	1						
	FG	1						
	FR	2						
B16	E	1						
	I	1						
	FG	1						

	FR	2						
B17	E	1						
	I	1						
	FG	1						
	FR	2						
B20	E	1						
	I	1						
	FG	1						
	FR	2						
B21	E	1						
	I	1						
	FG	1						
	FR	2						
B22	E	1						
	I	1						
	FG	1						
	FR	2						
B23	E	1						
	I	1						
	FG	1						
	FR	2						
<b>EVAL SUB</b>				<b>J\$</b>		<b>K\$</b>		<b>L\$</b>
B24	E	1	<b>\$/Clean YR 1</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 2</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 3</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>
	I	1						
	FG	1						
	FR	2						
B25	E	1						
	I	1						
	FG	1						
	FR	2						
B29	E	1						
	I	1						
	FG	1						
	FR	2						
B30	E	1						

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	I	1						
	FG	1						
	FR	2						
B31	E	1						
	I	1						
	FG	1						
	FR	2						
B32	E	1						
	I	1						
	FG	1						
	FR	2						
<b>EVAL SUB</b>				<b>M\$</b>		<b>N\$</b>		<b>O\$</b>
B33	E	1	<b>\$/Clean YR 1</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 2</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 3</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>
	I	1						
	FG	1						
	FR	2						
B34	E	1						
	I	1						
	FG	1						
	FR	2						
B35	E	1						
	I	1						
	FG	1						
	FR	2						
B36	E	1						
	I	1						
	FG	1						
	FR	2						
B37	E	1						
	I	1						
	FG	1						
	FR	2						
B38	E	1						
	I	1						
	FG	1						
	FR	2						

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B49	E	1						
	I	1						
	FG	1						
	FR	2						
B50	E	1						
	I	1						
	FG	1						
	FR	2						
B56	E	1						
	I	1						
	FG	1						
	FR	2						
<b>EVAL SUB</b>				<b>P\$</b>		<b>Q\$</b>		<b>R\$</b>
C1	E	1	<b>\$/Clean YR 1</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 2</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 3</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>
	I	1						
	FG	1						
	FR	2						
C3	E	1						
	I	1						
	FG	1						
	FR	2						
C4	E	1						
	I	1						
	FG	1						
	FR	2						
C5	E	1						
	I	1						
	FG	1						
	FR	2						
C6	E	1						
	I	1						
	FG	1						
	FR	2						

C7	E	1						
	I	1						
	FG	1						
	FR	2						
C9	E	1						
	I	1						
	FG	1						
	FR	2						
C10	E	1						
	I	1						
	FG	1						
	FR	2						
C39	E	1						
An-n ex								
	I	1						
	FG	1						
	FR	2						
<b>EVAL SUB</b>			<b>S\$</b>		<b>T\$</b>		<b>U\$</b>	

C40	E	1	<b>\$/Clean YR 1</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 2</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 3</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>
	I	1						
	FG	1						
	FR	2						
C42	E	1						
	I	1						
	FG	1						
	FR	2						
D11	E	1						

	I	1						
	FG	1						
	FR	2						
D12	E	1						
	I	1						
	FG	1						
	FR	2						
D13	E	1						
	I	1						
	FG	1						
	FR	2						
D14	E	1						
	I	1						
	FG	1						
	FR	2						
D15	E	1						
	I	1						
	FG	1						
	FR	2						
E20	E	1						
	I	1						
	FG	1						
	FR	2						
F20	E	1						

	I	1						
	FG	1						
F21	E	1						
	I	1						
	FG	1						
	FR	2						
G20	E	1						
	I	1						
	FG	1						
	FR	2						
H3	E	1						
	I	1						
	FG	1						
	FR	2						
H10	E	1						
	I	1						
	FG	1						
	FR	2						
<b>EVAL SUB</b>			<b>V\$</b>		<b>W\$</b>		<b>X\$</b>	
<b>INITIAL CLEAN UP PERIOD</b>								
The Vernon DND base is fully utilized approx 6 months out of the year. After sitting all winter a major clean up is required. This work consists of cleaning walls, doors, light fixtures, appliances, restrooms, blinds, interior window glass, drapes, radiators, bed frames, etc., and washing all floors with germicidal cleaner disinfectant. This applies to the whole building not just what is contracted for within the building. (i.e. Cafeteria kitchen areas, suites etc.)								
ALL	ALL	1		\$	\$	\$		
				/cln				

				YR 1	/cln Opt yr 2	/cln Opt yr 3		
<b>EVAL SUB</b>				<b>Y\$</b>	<b>Z\$</b>	<b>AA\$</b>		

<b>For other work outside the scope of the contract <i>as requested</i></b>				
<b>#</b>	<b>Work Required</b>	<b>Est Use</b>	<b>Cost per</b>	<b>Extension</b>
1	General Cleaner Year One	100 hr	\$ /hr	\$ lot
2	General Cleaner Option Year Two	100 hr	\$ /hr	\$ lot
3	General Cleaner Optin Year Three	100 hr	\$ /hr	\$ lot
<b>EVAL SUB</b>				<b>BB\$</b>

At the direction of the Site Authority buildings may go off-line (not require services) and therefore no charges are to be made. If the time off-line is not on a month-to-month basis, the time off-line will be prorated against the monthly charge.

<b>Winter Scheduled: cleaning shall be based on doing those tasks detailed throughout the specification on an as and when requested/scheduled basis. Includes private bathrooms and suites.</b>							
<b>BLDG #</b>	<b>Est. # cleans</b>	<b>\$/Clean YR 1</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 2</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>	<b>\$/Clean OPT YR 3</b>	<b>EXT. LOT PRICE X/YR X \$/CLEAN</b>
B3	2						
B4	2						
B5	2						
B6	2						
B7	2						
B8	2						
B9	2						
B10	2						
B11	2						



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B14	2						
B15	2						
B16	2						
B17	2						
B20	2						
B21	2						
B22	2						
B23	2						
B24	2						
B25	2						
B29	2						
B30	2						
B31	2						
B32	2						
B33	2						
B34	2						
B35	2						
B36	2						
B37	2						
B38	2						
B49	2						
B50	2						
B56	2						
<b>EVAL SUBK</b>			<b>CC\$</b>		<b>DD\$</b>		<b>EE\$</b>

<b>For other work outside the scope of the contract <i>as requested</i></b>				
#	Work Required	Est Use	Cost per	Extension
1	General Cleaner YR ONE	100 hr	\$ /hr	\$ lot
2	General Cleaner OPT YR TWO	100 hr	\$ /hr	\$ lot
3	General Cleaner OPT YR THREE	100 hr	\$ /hr	V
<b>EVAL SUB</b>				FF\$

BLDG #	Est. clean	\$/Clean	EXT. LOT PRICE X/YR X \$/CLEAN	\$/Clean	EXT. LOT PRICE X/YR X \$/CLEAN	\$/Clean	EXT. LOT PRICE X/YR X \$/CLEAN

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C1	2						
C3	2						
C4	2						
C5	2						
C6	2						
C7	2						
C9	2						
C10	2						
C39 Annex	2						
C40	2						
C42	2						
D11	2						
D12	2						
D13	2						
D14	2						
D15	2						
E20	2						
F20	2						
F21	2						
G20	2						
H3	2						
H10	2						
<b>EVAL SUB</b>			<b>GG\$</b>		<b>HH\$</b>		<b>II\$</b>

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## Annex C - Insurance

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to

provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned Vehicles.
- (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.